



Checklist

Only complete manuscript submissions will be considered for publication. Complete submission must include the following documents:

- ☐ Cover letter
- ☐ Authorship & conflicts of interest statement signed by all authors listed in the manuscript
- ☐ Manuscript in MS Word format

AND, where applicable

- ☐ Letter of approval from review committee for use of human samples in research and human experiments
- ☐ Letter of approval from relevant authority for use of animals in experiments
- ☐ CONSORT flow chart for randomized controlled trial
- ☐ Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
- ☐ Letter(s) of permission from copyright holder(s) to use or adapt copyrighted sources in your manuscript

In the actual article, ensure that the following information is provided:

- ☐ Title page (double spaced)*
 - ☐ Article category
 - ☐ Article title
 - ☐ Names (spelled out in full) of all the authors*, and the institutions with which they are affiliated; indicate all affiliations with a superscripted lowercase letter after the author's name and in front of the matching affiliation (*the name of each author should be written with the family name last, e.g., Wan-Lin Chang)
 - ☐ Corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
- ☐ Abstract and keywords (double spaced) required for: Review Articles, Original Articles, Case Reports
 - ☐ Abstract is unstructured (i.e., in one single paragraph with no subheadings) and no more than 500 words in length (*Research Note does not required abstract)
 - ☐ Keywords are arranged in alphabetical order (MeSH terms are recommended; see www.ncbi.nlm.nih.gov/mesh?term)
- ☐ Main text (double spaced)
- ☐ References (double spaced) in the correct format, cited in numerical order, and all references in the List are cited in the Text/Tables/Figures and vice versa

AND, where applicable

- ☐ Conflicts of interest statement
- ☐ Acknowledgments
- ☐ Table headings and tables (double spaced), each on a new page
- ☐ Figure legends (double spaced), on a new page
- ☐ Electronic picture files of all figures; resolution of 300 dpi for halftone images, 600 dpi for combination art (halftone + line art), and 1000 dpi for line art

Further considerations:

- ☐ Manuscript has been spell-checked